

Out of City Business License Packet:
The business is conducted within the City of Des Moines but a business facility is not located within the City. This category includes all contractors working within City limits.

We wish to take this opportunity to welcome you and your business to the community.

Des Moines Municipal Code 5.04.020 requires all persons wishing to conduct any business within the City of Des Moines to first secure a City of Des Moines business license. This includes businesses whose principal place of business is outside of the City of Des Moines. (Examples, but not limited to: Contractors applying for building, electrical and plumbing permits, etc.) Enclosed are the following forms to assist you in this matter:

- Helpful hints for completing your Business License Packet.
- Business License Application form for businesses located outside the City limits of Des Moines. Please complete and return with the \$25.00 application fee, payable to the City of Des Moines.

City of Des Moines
21630 11th Avenue South
Des Moines, WA, 98198

Business license fees run from January 1st through December 31st and must be renewed on or before the Fifteenth day of February. If we may be of any assistance or you have any questions please call 206-878-4595. Once again, welcome to the community.

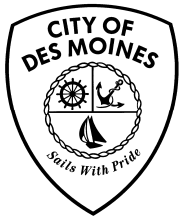
Attachments

*Helpful Hints for Completing Your
City of Des Moines Business License Application Packet*



- ✓ UBI numbers are issued by the Department of Revenue, 20819 72nd Ave. S, Suite 680, Kent, WA 98023. General information telephone number is 1-800-647-7706.
- ✓ If your business involves the storage, serving, or handling of foodstuffs, contact the Seattle-King County Department of Public Health at 206-296-4708. Their office is located at 1404 Central Avenue South, Suite 101, Kent, WA. You must provide us with a copy of your food establishment permit prior to your license being issued.
- ✓ Remember, an incomplete application may delay the processing of your license. Be sure to review your application prior to submittal.
- ✓ City of Des Moines business licenses are **not** transferable and are issued for a specific business. If your business changes locations or comes under new ownership, a new business license application must be submitted.
- ✓ Business licenses expire December 31st of the year issued. Failure to renew your license by February 15th of the following year results in a **100%** late penalty. We will send a renewal notice to your mailing address by December 15th. If you have not received it by January 1st, please contact the City Clerk's office to confirm your mailing address.
- ✓ The City's tax number for State of Washington Department of Revenue Form Rev. 40-2406Q, Box 45, Location Code is #1709.
- ✓ **B & O TAX:** For businesses with gross receipts greater than \$50,000, the tax rate is equal to two-tenths of one percent (.2%) of their gross receipts. Businesses with gross receipts equal to or less than \$50,000 per year are not required to pay the tax, although it is still necessary for the business to file a return.

***If you have any questions or require more information, please contact City
Service Center at
206-878-4595, Monday through Friday, 8:00 a.m. to 4:30 p.m.***



City of Des Moines

21630 11th Avenue South
Des Moines, WA 98198

DATE RCVD: _____

Business License Application - Businesses Located Outside of Des Moines

**The Business License is valid from January 1st through December 31st: \$25.00 Annual Fee
After October 1st: \$12.50.**

Name of Business _____

Business Location _____ Business Phone _____

Mailing Address _____

State UBI No. _____ Fax: _____ Email: _____

Legal Owner's Name _____ Day Time Phone _____

Legal Owner's Address _____

Business is a ☐ Corporation ☐ Partnership ☐ Sole Proprietorship ☐ LLC

Nature of Business _____

Professional License(s) Number: _____

Emergency Contact Phone: () _____ Emergency Contact Name: _____

Do you expect your annual gross revenues in Des Moines to be greater than \$75,000? ☐ YES ☐ NO

PLEASE NOTE: Submittal of this application does not indicate approval of your business license. You will be notified when your application has been approved. OPERATING A BUSINESS WITHOUT A CITY BUSINESS LICENSE IS A VIOLATION OF CITY CODE.

I hereby attest that I have not had a similar license revoked and have not operated without any required license(s) in any jurisdiction within a one-year period prior to the date of making this application for a license; and that I have not suffered a civil judgment based upon fraud, misrepresentation, violation of the Washington Consumer Protection Act or similar state or federal statutes relating to business activities. I understand that I am responsible for notifying the City Clerk's office of any change in the status of my business as well as any new mailing addresses. I further declare under penalty of perjury that the information provided on this application is true and accurate. I understand my place of business must comply with all federal, state, and local codes and ordinances.

Applicant's Signature Title Date

Fee: \$25.00 (Note: After October 1st \$12.50)

Office Use Only

Business Name _____

Application is ☐ Approved ☐ Denied ☐ Approved with Conditions (explain under comments)

Comments _____

Signature Title Date